



**United States District Court
Eastern District of New York**
www.nyed.uscourts.gov

August 24, 2010

Vacancy Announcement - #10-10/ASSTNETADMIN

Assistant Network Administrator

Central Islip Courthouse – 100 Federal Plaza

Salary: CL 26-27 (\$47,115 - \$84,146)

Closing date for receipt of resumes: Friday, September 10, 2010

Assistant Network Administrators are primarily responsible for the Local Area Network (LAN), wide area connectivity, office automation hardware and software systems within the court, and performs routine network administration. The incumbent reports to the Systems Manager.

DUTIES AND RESPONSIBILITIES: Day to day network operations, including systems installations, migrating new versions of Novell Netware and Windows. Performs Netware and Windows troubleshooting, user maintenance and security. Administration of Lotus Notes, to include user maintenance, routers and gateway configuration and maintenance. Conversion to new versions of network applications and NOSs. Configuration and maintenance of local and remote routers, switches and servers. Perform data backups. Plan for disaster recovery operations and testing including network performance, security, anti-virus, intrusion, web usage/monitoring, and acquisition of servers. Maintain and administer computer networks and related computing environments, including computer hardware, systems software, and all configurations. Produces useful system documentation, and performs system startup and shutdown procedures. Performs other duties as assigned.

REQUIRED QUALIFICATIONS: To be considered for this position, the successful applicant must possess a bachelor's degree from an accredited college or university. Must also have excellent communication, research, writing and interpersonal skills, with the ability to work with others and be able to multitask are essential; have the ability to learn new technologies and data access/data aggregation techniques. Must be highly self-motivated and proactive. The following years of specialized experience are also required:

Two years of specialized experience, including one year equivalent to work at the CL-25 level

or

Completion of the requirements for a bachelor's degree from an accredited college or university and the following superior academic achievement requirement:

"3.5" average or better in a major field of study *closely related to the subject matter of the position*

or

Completion of one academic year (18 semester or 27 quarter hours) of graduate study in an accredited university in a field *closely related to the subject matter of the position*.

SPECIALIZED EXPERIENCE: Progressively responsible administrative and technical experience that provided an opportunity to gain (a) skill in dealing with others in person-to-person work relationships, (b) the ability to exercise mature judgment, (c) performing duties which allowed the incumbent to gain knowledge of theories, principles, practices, and usage of computer hardware and software; knowledge of operating systems, servers, and workstation products. Experience with network backbones including switch configuration and network wiring. Knowledge of operating systems, servers, and workstation products. Knowledge of Local Area Networks (LANs) and Wide Area Networks (WANs). Ability to load, transport, and rack mount computer hardware such as servers.

ADDITIONAL PREFERRED QUALIFICATIONS: familiarity with network operations, including network printer installation and troubleshooting, Lotus Notes operations, network installation of applications, and basic network diagnostics (e.g., distinguishing a local platform problem from a network problem); experience in Novell-based local area network software and equipment installation, configuration and maintenance.

INFORMATION FOR APPLICANTS: The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Only qualified applicants will be considered for this position. Employees of the U.S. District Court serve under "Excepted Appointments" and are considered "at will" employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. Applicants must be a U.S. citizen or a permanent U.S. resident and are currently seeking U.S. citizenship. The selected candidate will be subject to a FBI fingerprint check and background investigation. Employment will be provisional and contingent upon the satisfactory completion of the required background investigation and will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

Qualified persons interested in being considered for this position are invited to submit a cover letter and resume to:

*Jeffery Howell, Human Resources Manager
U.S. District Court, EDNY
225 Cadman Plaza East
Brooklyn, New York 11201
Announcement #10-10/ASSTNETADMIN*

EMPLOYEE BENEFITS: The United States District Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees: merit and classification increases; ten (10) paid holidays per year; vacation and sick leave; choice of health benefit plans; group life, long-term disability and long-term care insurance program; participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis and participation in the Federal Employees Retirement System and the Thrift Savings Plan, a 401(k) style employee savings plan.

The U.S. District Court is an Equal Opportunity Employer.